

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																																	
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Gardener										NA										5003										08										JN										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				OPM FWS Job Grading Standard for Gardening, 5003 TS-17 June 71																																																	
S.J. NEW																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Principal Classifier																																																																					
Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					



## NONAPPROPRIATED FUND POSITION DESCRIPTION

**JOB TITLE:** Gardener **POSITION NUMBER** 01-020A

**JOB SERIES:** 5003 **PAY LEVEL:** NA-8

**Summary of Duties:** Independently considers individual needs or characteristics of plants in work such as adjusting mineral content of soil; sloping and planting of terraces; transplanting a wide variety of grasses, flowers, shrubs, and trees; and pruning trees to obtain a proper balance between roots and top growth. Works from project plans, master landscape, and long-range plans, making independent judgments within the framework of good gardening practices. Performs other related duties as assigned.

**Skills and Knowledge:** Knowledge of how to propagate and cultivate a wide variety of plants and perform a wide range of gardening work such as how to increase or decrease the lime, calcium salt, or sulphur content so that acid or alkaline conditions are neutralized in line with plant requirements; use various foliage feeding, root feeding, and soil additive techniques in fertilizing different varieties of plants. Ability to slope and plant terraces and sod steep banks or heavy traffic patterns that involve difficult holding and growth problems; to recommend plants for particular purposes, or pleasing appearance; to transplant successfully by selecting location for best plant growth and development, considering soil conditions, hardiness of plants, foliage at various stages of growth, flowering periods, and the overall landscape plan. Ability to shape and slope earth to provide proper drainage and sufficient air for roots, to reshape trees and plants to modify or retain natural form; and to increase fruit and flower production, and to reshape tree wounds by bark tracing to stimulate flow of healing sap and growth of tissue over wound. Ability to recognize and control plant diseases, cold damage, and mineral deficiencies. Observes established safety, sanitation and hazardous waste disposal rules and requirements.

**Responsibility:** Performs work independently, consulting gardening books or catalogues regarding physical characteristics of plants and individual plant requirements for sun, water, minerals, and soil mixture. Within framework of accepted good gardening practices, makes independent judgments in treating soil and in deciding which plants will be moved, where they will be transplanted, and how problem conditions will be treated. Recommends changes for improvement in overall landscape plan and obtains approval on projects which require unplanned expense or significant periods of time.

**Physical Effort:** Work requires frequent walking, standing, pushing of carts and wheelbarrows, bending and stooping. Climbs ladders to prune or trim vegetation and frequently lifts heavy objects weighing up to 40 lbs.

**Working Conditions:** Work is done outside and incumbent is subject to discomfort from long periods in hot sun, and chilly or rainy weather. Exposed to dirt, dust, chemical sprays and mud. May be required to wear protective clothing.